How to Attach a File to a Task

You can attach a file, such as a Microsoft Word document or other relevant information, to a task. This allows you to store all information pertaining to a task in one location. You can also attach a file when you create a task.

1. To open a task, double-click it.
2. On the toolbar, click Add Attachment 📎 .
3. In the Attachments dialog box, under Choose a file to attach, type the path to the file, or click Browse to locate the file.
4. Under Add the file to the list, click Attach. The file will appear under Current file attachments.
5. To return to the task, click Close. The files you attached are now displayed next to Attachments.